

HPV: Don't Wait. Vaccinate!

A joint project between the Maryland Department of Health Center for Cancer Prevention and Control and the Indiana Immunization Coalition to increase first does of HPV vaccine rates.

Thank you for your participation in HPV: Don't Wait. Vaccinate; a Maintenance of Certification (MOC) project made available by the Indiana Immunization Coalition. The following provides instructions on how to access the online project, log data, and steps for completion of the project.

To access the site at any time during the 6-month project, please go to the following link

<https://indianahpvmoc.vaccinateindiana.org/login>

You will see the screen below.

Enter your email address on the top line and create a password for the second line. Please remember and use this email and password to log back in throughout the project.

HPV: Don't Wait. Vaccinate!

Increasing 1 st Dose HPV Vaccine Uptake

Email address you registered with ⓘ

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Remember Me [Forgot password](#)

SIGN IN

[Sign up for an account](#)

Next, you will need to register or create your profile. Please answer all of the questions on the screen .

Once you have registered and created your profile, you are ready to begin the project. You will see a To-do-list on the right side of the screen. This is a list of all the required items that you will need to complete before the end of the 6 month project. Please complete them in order, as some steps cannot be completed out of order. Once you complete a step, you will see a check mark indicating that you have finished that step. (see below)

To-Do-List

First Month (Due on October 31, 2018)		
	Summary of Project	
	HPV Pre-Test Survey	
	HPV Tool Kit	
	Monthly Tracking Log (1st Month)	

The main component of this project is a 6-month tracking log listed on your To-do-list. To begin logging your data, Click the Monthly Tracking Log icon on your To-do-list. See next steps below:



DAILY TRACKING LOG REQUIREMENTS

You are required to track daily the number of patients eligible to receive the vaccine along with the number who receive the vaccine. Physicians will also track the number of patients they vaccinate who receive appointments for their second dose of the vaccine in 6 months.

If your office is closed on any day of the month, please enter zeros.

Click the **LOG DATA** button to start tracking today.



If you want to print PDF version of Daily Tracking Log to keep track of data on paper, please click the download button

DOWNLOAD PDF FORM



Click Log Data-You can also download a PDF form to keep track on paper and enter later.

After clicking log data, you will see the calendar, scroll all the way down the screen



DAILY TRACKING LOG

For each day that you are in the office, please note the number of eligible girls and boys (ages 9 to 21) who were eligible to receive the **first dose** HPV vaccine, who actually received the vaccine, and who received an appointment reminder card for their 6 month follow up visit for dose two. *

* On days when the office is closed, please enter zeros.

* Red indicates missing data.

August, 2018 < >

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



Enter the numbers for each day, if no patients seen that day, put zero's in that day. Click > to proceed to next week, Remember to save data



DAILY TRACKING LOG

* On days when the office is closed, please enter zeros.

* Red indicates missing data.

	Eligible		Vaccinated		Receiving 6 mo Appointment for 2nd Dose	
	Boys	Girls	Boys	Girls	Boys	Girls
08/01/2018	20	15	16	12	15	12
08/02/2018	5	2	4	1	2	1
08/03/2018	0	0	0	0	0	0
08/04/2018	7	10	5	6	5	6

 **SAVE DATA**

The next time, you log data, the red circles indicate, the days needed numbers to enter, blue means numbers were entered.

Notice the little arrows (back and forward) beside the calendar in the first column at the top. By pressing these arrows, you can go back to the prior month or forward to the next month if you need to revise any entries.

Completion of the project:

Once you have checkmarks by every step on the to-do list, and you have completed 6 months of data entry, you are finished. You can opt for a certificate of completion or submit an attestation form to report your participation to the American Board of Pediatrics or the American Board of Family Medicine for Part 4

MOC credits. This is explained on the last item listed in the To-Do list where it says “Complete project/submit form”

The project leader in Indiana will need your attestation form in order to report your data to the medical Boards listed above.

Specific questions about the project or using the MOC site can be directed to moc@vaccinateindiana.org or brian.mattingly@maryland.gov.

Frequently Asked Questions:

When does the project begin?

This is an ongoing opportunity. For those who register between the 1st and 15th of the month, they will be given the option to start on the first of that month. For those who register after the 15th of the month, they will be presented with the option to start on the 1st of the following month. For example, if you register on 2/10 you will have the option to start on 2/1. If you register on 2/16 you will have the option to start on 3/1.

I forgot my password, can you tell me what it is?

We are not able to see your password in the system. If you forget your password, please click on “Forgot Password” to reset.

Do I have to enter my data daily?

No. Participants can enter data at any time. Many use the downloadable PDF tracker to log data and enter the information at a later date. A best practice is to do this weekly.